

Applicants applying to this position may be considered for other JIS vacancies in which they meet the qualifications for.
Revised Salary- July 1, 2011

Opening Date:	May 26, 2011	Closing Date:	Open until filled
Job Title:	IT Portfolio Manager	Position Type:	Regular Full Time
PIN:	049343	FLSA Status:	Exempt
Location:	Judicial Information Systems Annapolis, Maryland	Grade/Entry Salary:	T16 \$72,911 - \$87,336 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: Position will establish, implement, maintain and manage the processes associated with the intake, approval, prioritization, tracking and reporting of work and service requests in JIS. Position will also manage the administration processes and staff related to JIS Budget and Contracts. Manages and coordinates activities between JIS and other Judiciary departments associated with impact analysis of legislation and other mandatory items. Responsible for developing and maintaining consolidated activity reporting used for project investment decision making to include both tactical and strategic IT efforts. Responsible for developing an annual IT Master Plan and Information Technology Project Requests to support major IT budget submissions. Position will manage the development of the annual IT operations budget. Position will manage the administration of requisitions and purchase orders as well as expenditure tracking and reporting. Serves as point of contact for the coordination of budget issues. Responsible for developing Statements of Work and Requests for Proposal for IT products and services. Responsible for developing and maintaining consistent project management practices. Position will participate in project oversight as requested.

Education: Bachelor's Degree from an accredited college or university in Business Management or Information Technology related field.

Experience: Eight years of related IT experience to include coordinating cross-functional units, resource & budget planning and reporting, oversight of project life cycle artifacts/contract deliverables as well as project management and planning. Required experience also includes developing work processes, governance processes, project methodologies, consolidated project/portfolio reporting and Statements of Work in support of Requests for Proposals.

Note: Additional work experience as specified above may be substituted for the education requirement on a year for year basis for up to four years of the required education.

Preferred: Masters Degree in Business Management or Information Technology field. Project Management Professional(PMP) certification

Skills/Abilities: Ability to establish cross-functional work processes. Ability to establish best practices, policies, procedures and processes for projects. Ability to manage software implementation projects. Strong knowledge in project estimating and budgeting. Ability to track resource usage against plans. Knowledge of software/project portfolio management concepts and principles. Knowledge of strategic planning principles. Ability to develop Requests for Proposals and Statements of Work. Ability to design custom processes and solutions to address specific situations. Ability to create accurate and understandable documentation to convey complex concepts and project status to non-technical and technical audiences. Ability to effectively communicate to all levels of management in both written and oral form. Must have effective listening and interpersonal skills. Strong problem solving and organizational skills. Must be self motivated with the ability to work under general direction and supervision to produce effective results. Ability to establish and maintain strong working relationships and work effectively as a member of a group, unit, team or committee. Ability to organize work assignments and manage team personnel. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received within the office of the Human Resources Department by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.